

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2011-052

OPEN TO: All Interested Candidates
POSITION: Human Resources Specialist, FSN-10; FP-05/05
OPENING DATE: November 18, 2011
CLOSING DATE: December 2, 2011
WORK HOURS: Full-time position, 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Dakar is seeking an individual for the position of **Human Resources Specialist** in the Human Resources Office.

A copy of the complete position description listing all duties and responsibilities are available on the U.S. Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

BASIC FUNCTION OF POSITION

The employee serves as the Regional Human Resources Officer's senior advisor and assures smooth and efficient operations of the Human Resources Office. He/She plays a critical role in maintaining section communications and morale.

This position:

- Administers all HR functions for Locally Employed Staff (except for the Eligible Family Member program) to include recruitment, classification, WebPass data entry and verification, personnel actions, and personnel management.
- Serves as mission point of contact for Senegalese labor law; researches, monitors and maintains a thorough understanding of host country labor laws and regulations on labor, compensation, and benefits.
- Maintains and administers Department of State HR regulations and post policy in accordance with the LES Handbook and the Local Compensation Plan.
- Prepares a wide variety of reports for the RHROs approval and submission to post management and the Department of State.
- Coordinates the mission awards program and training program.
- Maintains the highest standards of transparency and applies regulations uniformly within the section and mission.
- Directly supervises the HR Assistant and two HR Clerks.

QUALIFICATIONS REQUIRED

EDUCATION: A University degree in a related field is required.

PRIOR WORK EXPERIENCE: From four to six years of progressively responsible experience in personnel management and/or administration.

LANGUAGE: Level 4/4 (good working knowledge, spoken and written) English is required. Level 4/4 (fluent, spoken and written) French is required.

JOB KNOWLEDGE: The full performance of this position requires thorough knowledge of host country labor legislation, including retirement and social security regulations; comprehensive knowledge of U.S. Government laws, regulations and policies relating to LES personnel administration; position classification regulations; advanced knowledge of spreadsheet and word processing packages and State Department Human Resources database administration (WebPASS software.)

SKILLS AND ABILITIES:

This position is required to exercise absolute discretion, judgment, and professionalism in regard to personnel information. The incumbent must have excellent communication and interpersonal skills to interact with mission personnel, with the host government, and with external contacts. The incumbent must have the ability to analyze complex information to prepare accurate, concise reports.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), U.S. Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above.
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim U.S. Veteran's preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

The U.S. Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and

adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: December 2, 2011 or until a qualified candidate is selected.